CIMS

Career Information Management System

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NOTE: Screen shots included in this tutorial are taken from the development version of CIMS (current as of 12 October 2004). CIMS formats will be finalized after software testing and acceptance. Although development version CIMS Pages and Report formats may not appear identical to the final version, the understanding and use of the CIMS software taught in this tutorial are not affected.

Section 1 - Introduction

Introduction

This Tutorial was designed to Assist Career Information Management System (CIMS) users. Specifically, it was designed to provide Departmental and Divisional Career Counselors with a quick reference on how to navigate, use, save, send, and print the Sections of CIMS to which they have access.

CIMS combines the best features of CIPM99 and the functionality of the Navy Standard Integrated Personnel System (NSIPS) using PeopleSoft Commercial Off-the Shelf (COTS) human resources software.

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Section 1 - Introduction

Introduction

CIMS automates Career Counselor office procedures and simplifies creation and maintenance of Career Information records both ashore and afloat.

CIMS serves as a reporting and monitoring tool for the Command Career Counselor (CCC) to track Career Development Board (CDB) and counseling requirements, activities by Departmental and Divisional Career Counselors, and member correspondence.

Section 1 - Introduction

Introduction

CIMS also provides a monitoring tool for ISIC, Fleet, and Force Counselors to track Career Information activity down to the lowest echelon level.

This Online Tutorial will define user levels, access privileges, and responsibilities.

This Online Tutorial will describe the different functions of CIMS and individual pages in each.

Refer to the CIMS Web-based User Manual for more detailed information regarding how to use the many features of CIMS.

Section 2 – CIMS User Roles, Privileges, and Limitations

User Roles define the level of access to CIMS.

Each level of the Chain of Command has defined responsibilities and access to CIMS is determined by level of responsibility.

USER ROLES

CNO*, NPC**

- ❑ **Monitor and maintain a viable Navy Retention effort**

- ❑ **Access to CIMS Inquire and Report Functions for all Navy UICs**

Fleet and Force Counselors

- ❑ **Monitor and maintain a viable Fleet-or-Force- wide Retention effort**

- ❑ **Access to CIMS Inquire and Report functions for all subordinate UICs**

* Chief of Naval Operations
** Naval Personnel Command

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Section 2 – CIMS User Roles, Privileges, and Limitations

CIMS provides ISIC, Force and Fleet, and Navy Retention Specialists with a number of the informational tools they need to develop programs and policies necessary to maintain a strong and viable Navy.

USER ROLES

ISIC* Counselors

❑ **Monitor and maintain a viable ISIC level Retention effort**

❑ **Access to CIMS Inquire and Report functions for all subordinate UICs**

* Immediate Superior in Command

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Section 2 – CIMS User Roles, Privileges, and Limitations

The Command Retention Team is at the forefront of providing Sailors with information they need to build a successful career in the Navy.

The Command Career Counselor (CCC) serves as the Career Information Program Manager for the command.

USER ROLES

Command Career Counselors (CCCs)

❑ **Monitor and maintain a viable Command Retention effort**

❑ **Access to all functional areas of CIMS**

- **Use**
- **Inquire**
- **Calculators**
- **Verify**
- **Certificates**
- **Forms, Documents, and Worksheets***
- **Reports**

* **Not available in the current version of CIMS**

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Section 2 – CIMS User Roles, Privileges, and Limitations

Using the various CIMS tools at their disposal, the CCCs monitor, document, and report Career Information activities throughout the command.

USER ROLES

CCCs (cont'd)

❑ **Create Career Information Pages**

❑ **Verify Career Information Pages**

❑ **Assign gains to Dept. and Div. within CIMS and assign gains to Dept. and Div. Counselors**

❑ **Generate, run, and print Certificates**

❑ **Run pre-defined CIMS Reports**

▪ **Reports limited to the immediate Command UIC (and any attached UICs)**

❑ **Generate, run, and print Forms, Documents, and Worksheets***

* Not available in the current version of CIMS

Section 3 - CIMS Features

CIMS was designed to assist the CCC, Dept. and Div. CCs, and the Retention Team in developing, managing, and maintaining a strong and viable Command Retention Program.

PeopleSoft CIMS Menu
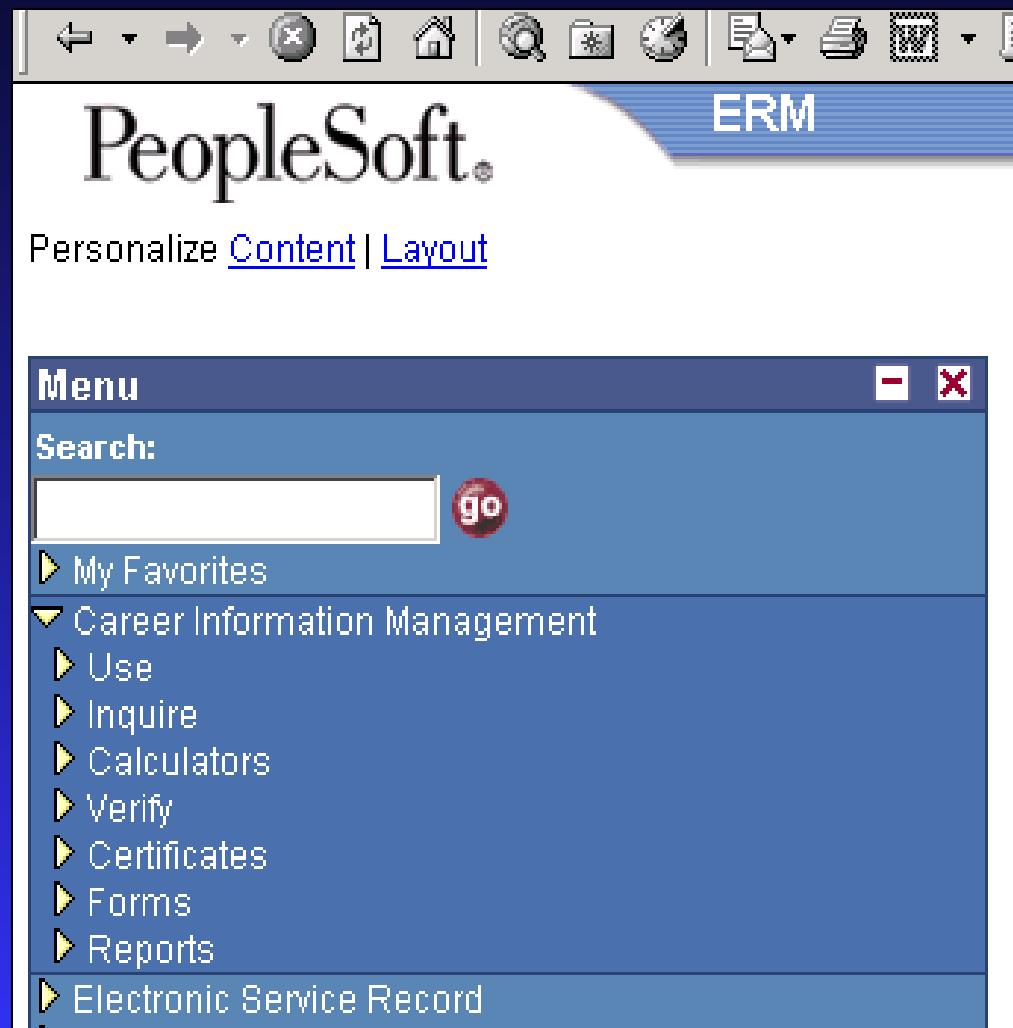
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Section 3 – CIMS Features

CIMS assists Counselors in recording and tracking an individual Service Member's career milestones, CDB, package submission, and counseling record.

In Section 5 of this Tutorial, we will examine the use of each of the CIMS pages.

USE Pages

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Section 3 – CIMS Features

CCCs, Dept. and Div. Counselors create, modify, and document Retention activity on a member using these pages.

CCCs have the additional responsibility of verifying information entered into CIMS Use pages.

Dept. and Div. Counselors have access only to certain Use pages.

USE Pages

Dept. and Div. Counselors have access to

❑ **Career Development**

❑ **Career Decisions**

❑ **Correspondence**

❑ **Career Sponsor Assign**

❑ **Rating Conversion**

❑ **USMAP* Information**

CCCs also have access to

❑ **Career Counselor Manage Assign**

❑ **Dept. and Div. Individual Assign**

* U.S. Military Apprenticeship Program

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Section 3 – CIMS Features

INQUIRE Pages

The INQUIRE Section is a "Read Only" area of CIMS.

Retention Team Members may review Career Information documents created by Dept. and Div. Counselors and <u>verified</u> by the CCC.

Retention Team Members may also use the Rating Conversion and USMAP
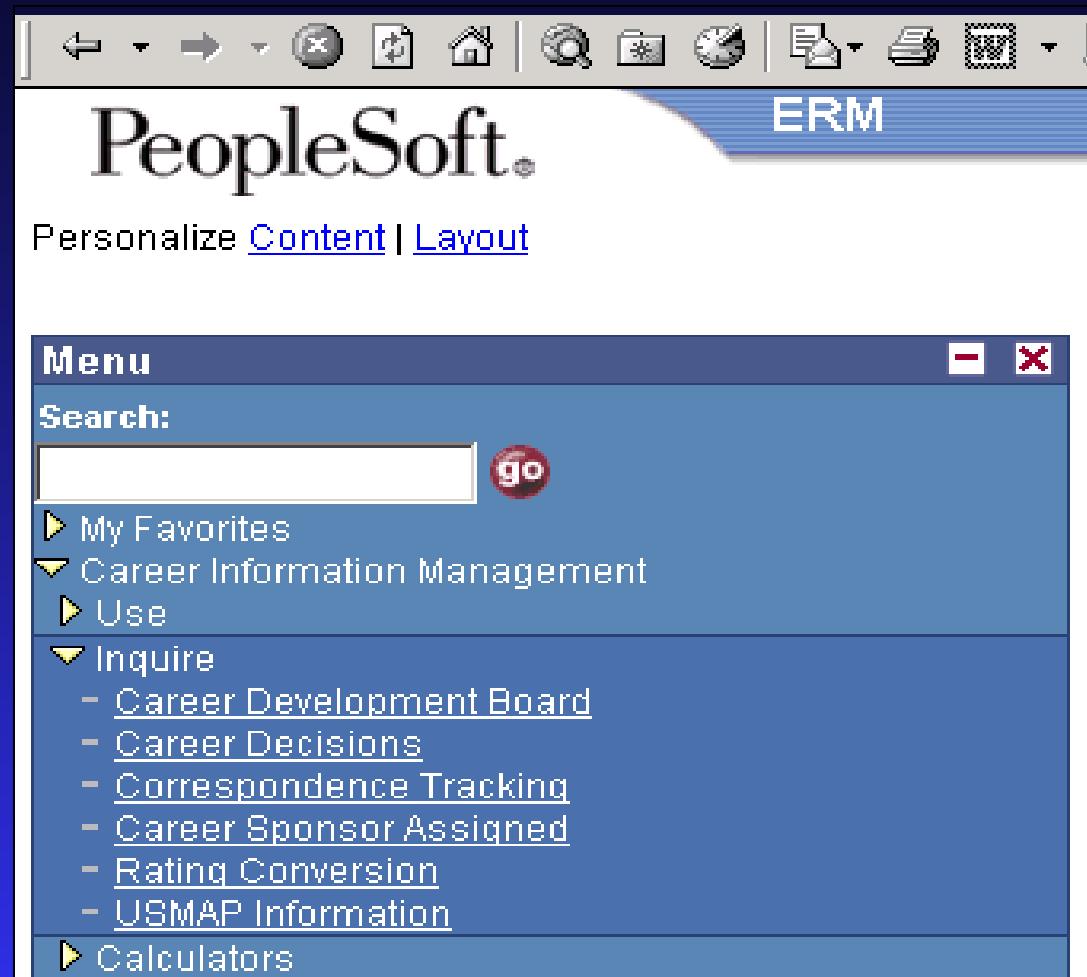
Section 3 – CIMS Features

Access to this area is granted to Retention Team members by the CCC through the CIMS Functional Area Manager (FAM).

INQUIRE Pages

The CCC and other Retention Team Members have access to

- ❑ **Career Development**
- ❑ **Career Decisions**
- ❑ **Correspondence Tracking**
- ❑ **Career Sponsor Assigned**
- ❑ **Rating Conversion**
- ❑ **USMAP Information**

ISIC, Force, and Fleet Counselors have access to INQUIRE for all subordinate UICs

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Section 3 – CIMS Features

The CALCULATOR Section provides the Counselors with tools to help their Shipmates make informed decisions regarding their careers.

The Calculators results may be viewed or printed.

CALCULATORS

Section 3 – CIMS Features

All members of the Command Retention Team will, from time to time, talk with Sailors about their careers.

Therefore, all Retention Team members will have access to the CALCULATOR Section.

CALCULATORS

All members of the Retention Team have access to the

❑ **Retirement Calculator**

- ▪ **Final Pay**
- ▪ **High-3 Pay**
- ▪ **REDUX/High 3 Pay**

❑ **SRB (Selective Reenlistment Bonus) Calculator**

❑ **SBP (Survivor Benefit Plan) Calculator**

- ▪ **Spouse Only**
- ▪ **Child Only**
- ▪ **Spouse and Child Only**

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Section 3 – CIMS Features

Information entered into CIMS is stored in NSIPS*.

To ensure the accuracy of data, the CCC must verify all pages created or modified. This includes pages created by the CCC and Dept. and Div. Career Counselors.

* **Navy Standard Integrated Personnel System**

VERIFY

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Section 3 – CIMS Features

Only CCCs or Career Counselors with CCC access may VERIFY CIMS Career Information Management pages.

VERIFY

Only the CCC or Counselors with CCC access will have access to

- ❑ **Career Development**

- ❑ **Career Decisions**

- ❑ **Sponsor Assign**

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Section 3 – CIMS Features

Certificates are generated and printed by the CCC for Reenlistments, Retirements, and Discharges.

Certificates of Appreciation are available for the Service Member and members of their families.

When a Career Decision page is created, the CCC will print the appropriate certificate(s).

CERTIFICATES

Menu

Search:

[   ] go

▷ My Favorites
▽ Career Information Management
  ▷ Use
  ▷ Inquire
  ▷ Calculators
  ▷ Verify

▽ Certificates
  – Reenlistment
  – Reenlistment (to Wife)
  – Reenlistment (to Husband)
  – Honorable Discharge
  – Fleet Reserve
  – Spouse (to Wife)
  – Spouse (to Husband)
  – Parent (Female Retiree)
  – Parent (Male Retiree)
  – Child (to Female Retiree)
  – Child (to Male Retiree)
▷ Forms

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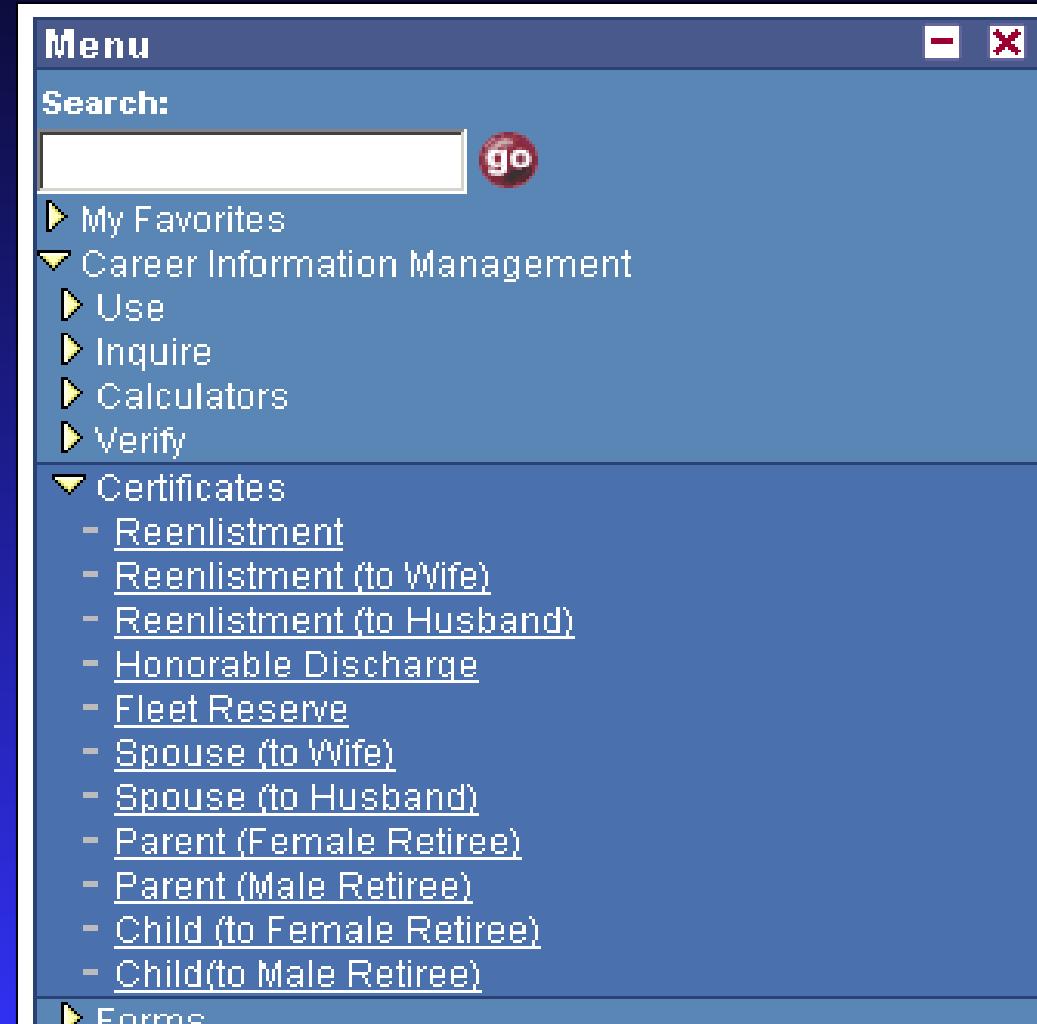
Section 3 – CIMS Features

A large part of the CCC's time is spent completing Individual Career Development Plans, Forms, and Documents and helping the member complete Worksheets for Reenlistments and Retirements.

Future releases of CIMS will allow the CCC to complete pre-filled Forms, Documents, and Worksheets.

FORMS

The CCC will have access to the Forms, Documents, and Worksheets in CIMS

❑ **The number and type of documents that will be available in future releases of CIMS is yet to be determined.**

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Section 3 – CIMS Features

CIMS provides a number of reports that allow the CCC to monitor and report the status of the Command Retention Program.

ISIC, Fleet, and Force Counselors, and Navy Retention Specialists may also monitor a Command's Retention Program using CIMS Reports.

REPORTS

▷ Forms
▽ Reports
 – Accounting Category Code
 – Advancement Eligibility
 – Alpha Roster
 – CREO/REGA Category
 – CSB/REDUX
 – Career Counselor's List
 – Career Dev Board
 – Career Dev Training
 – Citizenship Information
 – Command Demographics
 – Command Losses
 – Depn Care Certification
 – EAOS 15-Month Outlook
 – Education Level
 – GENDETS
 – High Year Tenure (HYT)
 – Language Proficiency
 – PRD 15-Month Outlook
 – Perform to Serve
 – Periodic Retention
 – Projected Gain/Sponsor
 – Transition Assistance Program
 – U.S. Military Apprenticeship
 – Warfare Qualification
▷ Electronic Service Record

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Section 3 – CIMS Features

The CCC must diligently and regularly run reports in order to effectively monitor and report the status of the Command Retention Program.

Reports are also used to maintain an accurate record of client Career Information needs.

REPORTS

At the Command level, only users with CCC access will be able to generate, save, send, and print reports.

❑ **The CCC will have access to reports only for their specific UIC and any attached UICs.**

❑ **ISIC, Force, and Fleet Counselors as well as Navy Retention Specialists will have access to reports for all UICs subordinate to or reporting to them.**

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Section 4 – Accessing and Navigating CIMS

Counselors must complete the SAAR (System Access Authorization Request) Form found on the U.S. Navy Enterprise Records Management System Web site.

1. **On the NMCI Homeport Web page, click the Navy Resource link.**

2. **Click the Personnel Forms & Records link.**

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Section 4 – Accessing and Navigating CIMS

This will take you to the U.S. Navy Enterprise Records Management Homepage.
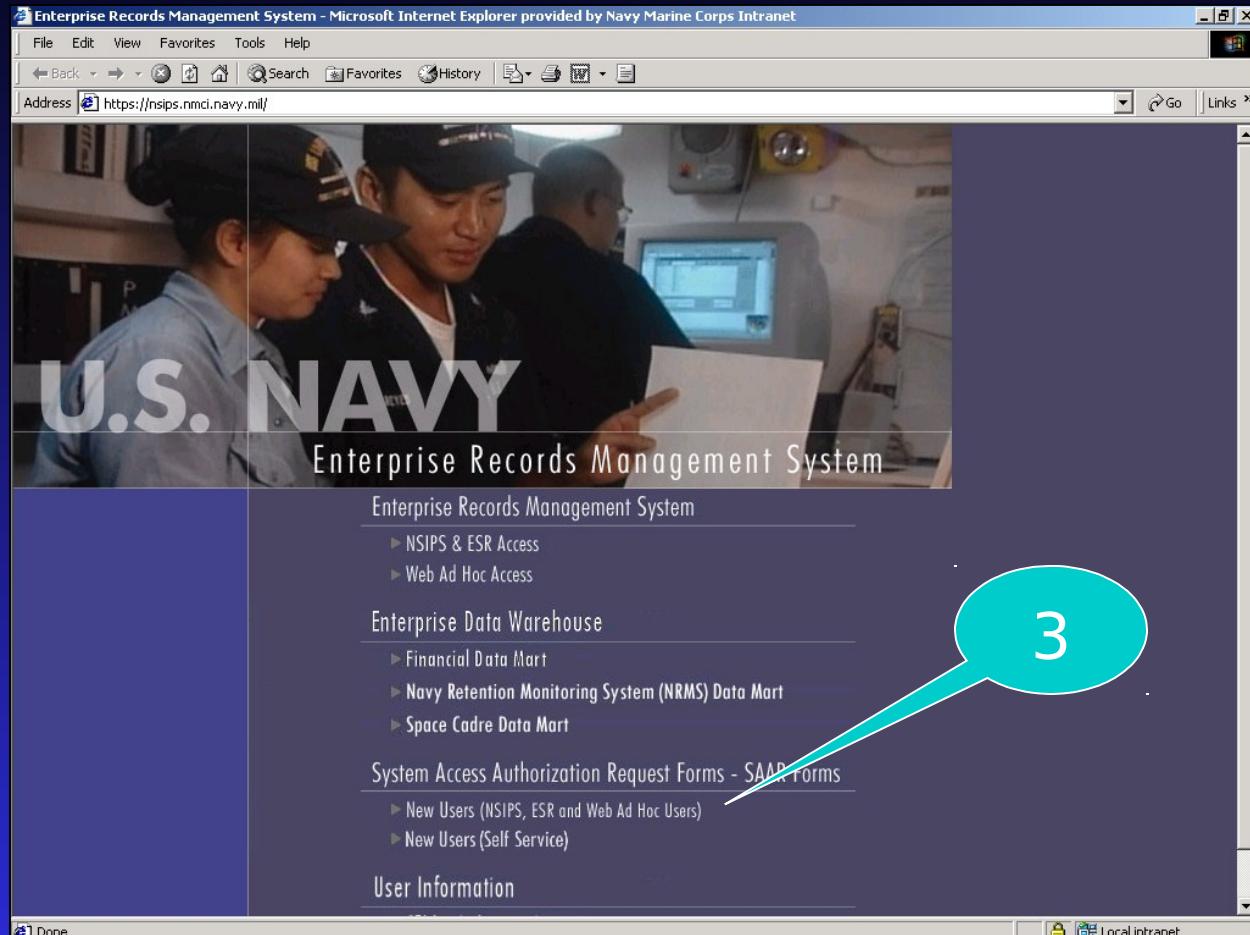
3. **On the U.S. Navy Enterprise Records Management System Homepage, click the New Users (NSIPS, ESR and**

Section 4 – Accessing and Navigating CIMS

This will take you to the Non-ERM Users Only information page.

4. **Enter your SSN in the EmplID field and press TAB on your keyboard. This will populate the remaining fields.**

5. **Click the SUBMIT button to start the SAAR Form process.**

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Section 4 – Accessing and Navigating CIMS

The System Access Authorization Request (SAAR) Form will display.

1. **Enter your e-mail address in the Email Address field.**

2. **Enter your commercial phone number in the Telephone field.**

3. **Check CIMS User?**

4. **Click the Operator**

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Section 4 – Accessing and Navigating CIMS

The Operator Id and Password page displays.

5. **Enter your Operator ID in the Operator ID field (See Operation Id and Password Restrictions).**

6. **Enter your Password in the Password field and reenter it in the Confirm Password field. (NOTE: Remember your Operator ID and Password. You will need them to Sign In to CIMS).**

5

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IMPORTANT

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Address: http: evuxweb01.nsipst.navy.mil:7010/psc/UT1H ...LOYEE/HRMS/c/N_ERM_SAAR ...RM_SAAR_ADD_WF.GBL

Operator Id & Password

Password Details

Operator ID:	ReedCCC_CD 1
Password:	**********
Confirm Password:	**********

NOTE: Please remember the Operator Id & Password that you entered. You will require this information to login to the system, once your request has been Approved.

Operator Id and Password Restrictions

- Operator Id is case sensitive and must be a minimum of 8 Characters Long not exceeding 25 characters.
- Operator Id can contain either Alpha-Numeric Character or Special Characters.
- Operator Id can be Generated Automatically by Clicking on the Lightning Bolt Icon next to the Operator Id Field.
- Operator Password must contain Alpha-Numeric Characters.
- Operator Password must be a minimum of 8 Characters Long not exceeding 25 characters.
- Operator Password must contain at least 2 digits.
- Operator Password must contain a mix of alpha characters and numbers.One Upper-case alpha and at least one lower case alpha.

OK   Cancel

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Section 4 – Accessing and Navigating CIMS

The SAAR Form displays. Scroll down to General Attributes.

User Profile

Operator Details

Operator ID: 8   Operator Id/Password

General Attributes

EmplID: 123456789   Name: REED,WALTER E.

Department: 0172A   COMDESRON 1

Rank/Rate: N/A   Account Type: Civilian

Email Address: reed.waltere@navy.mil   Telephone: 222-222-2222

JUSTIFICATION

Comments

(For requesting Echelon Access-Your command and subordinate commands.)
Command Career Counselor, Commander, Destroyer Squadron ONE, UIC 0172A

(For requesting Activity Acess-Your command only.)
Command Career Counselor, USS GEORGE PHILIP, UIC 20965
CO/XO/CMC, USS GEORGE PHILIP, UIC 20965
           or
Departmental Career Counselor (Engineering), USS GEORGE PHILIP, UIC 20965
           or
Division Career Counselor (Engineering Dept./Repair R-4), USS GEORGE PHILIP, UIC 20965

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OK   Cancel

8. **Click the JUSTIFICATION button to take you to the Comments Page.**

9. **Enter your justification for obtaining access to CIMS (examples are provided).**

10. **Click the OK button to return**

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Section 4 – Accessing and Navigating CIMS

The SAAR Form displays. Locate the Admin Level Roles section.

11. **Depending on the access level you are requesting, select either the Command Career Counselor or Dept/Div Career Counselor option.**

12. **Scroll down the page and find the UIC Access Setup section.**

13. **Click the CIMS UIC Access link**

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Section 4 – Accessing and Navigating CIMS

The UIC Access screen allows you to select and identify your Command UIC.

14. **Enter your Command UIC in the Department ID field.**

15. **Click the OK button to display the Command Name beside the Command UIC.**

16. **Click the OK button to return to the SAAR**

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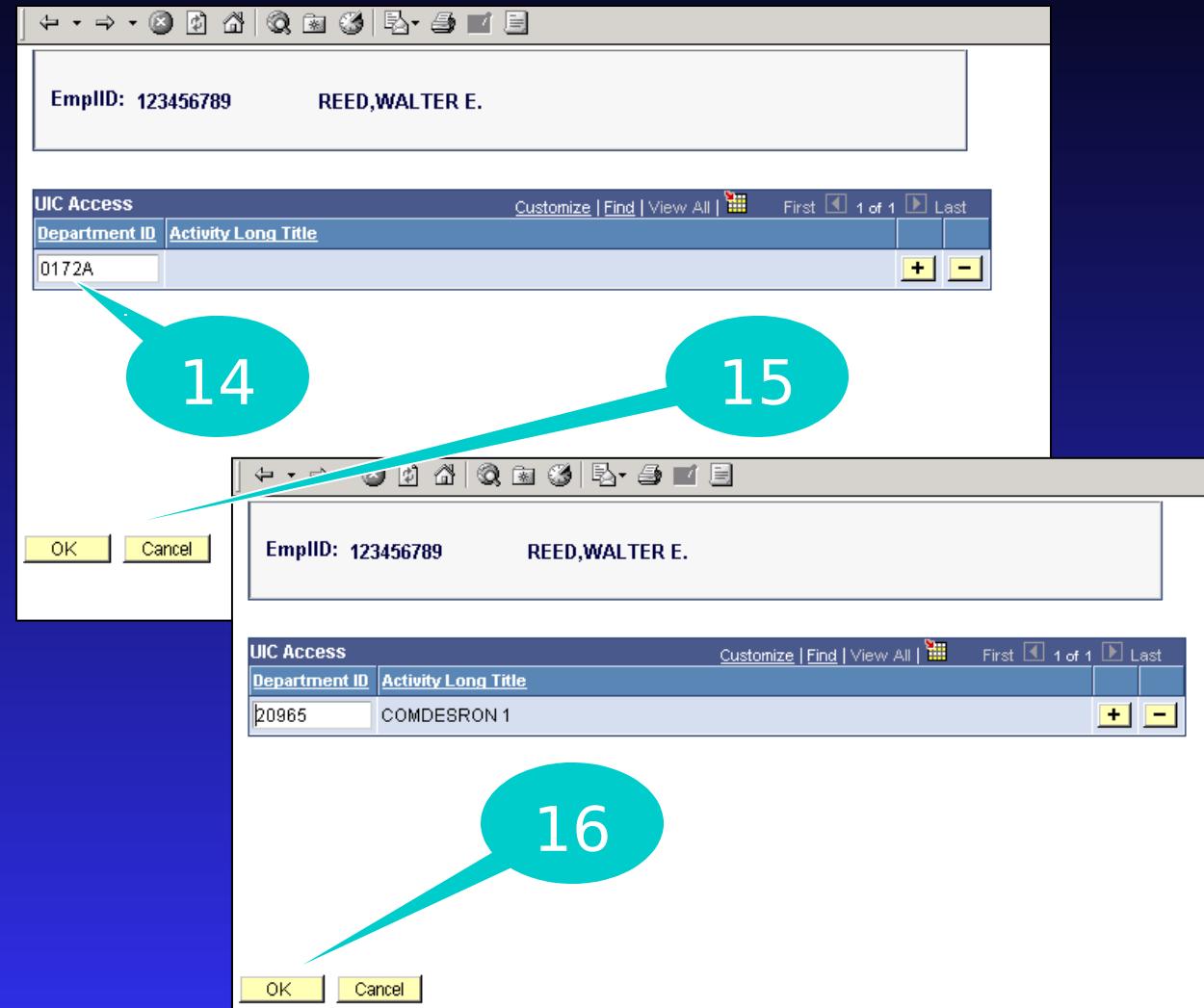
Section 4 – Accessing and Navigating CIMS

Complete and submit the SAAR Form.

17. **Enter Supervisor's name in the Name field of the Supervisor Details – SAAR Form section.**

18. **Enter Supervisor's e-mail address in the Email ID field**

19. **Enter Supervisor's commercial telephone number in the Contact Phone field.**

CIMS OIC Access

Workflow Setup

Click here to Set-Up Next Roleusers in Route

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Supervisor Details - SAAR Form

| Name: | HENRY,KEVIN WRAY | * |

(Last,First Middle)

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| Email Id: | henry.kevinw@navy.mil | * |

(joe.smith@cnrf.navy.nola.mil)

| Contact Phone: | 222-222-3333 |

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SUBMIT

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Section 4 – Accessing and Navigating CIMS

Signing In

When you Sign In to CIMS, use the Operator ID and password you selected on your SAAR Form.

1. **On the NSIPS Homepage, select NSIPS & ESR Access.**

2. **On the Enterprise Records Management Sign In page, enter your Operator ID in the User ID field.**

3. **Enter your Password in the Password field.**

4. **Click the Sign In button.**

33
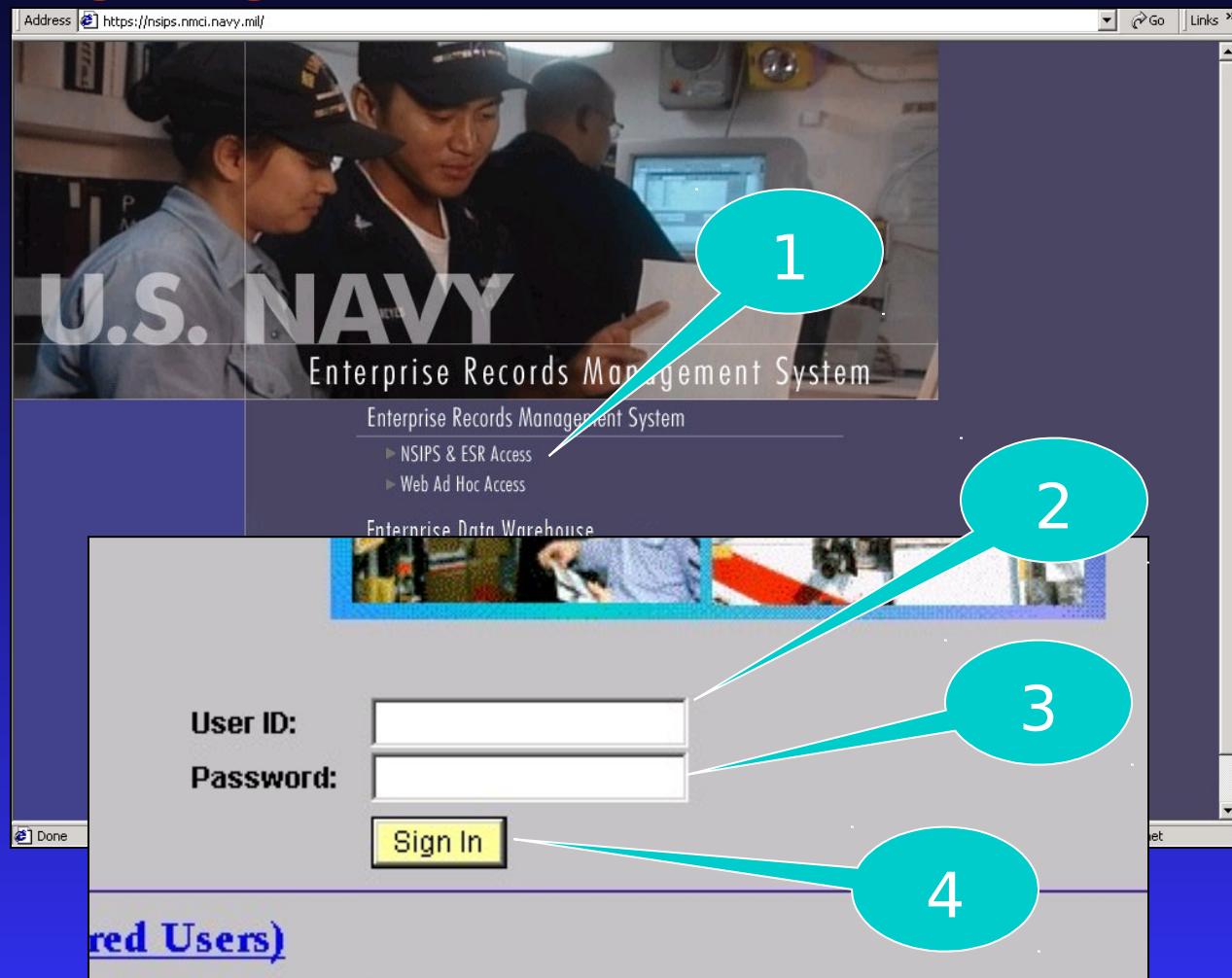
Section 4 – Accessing and Navigating CIMS

Navigating to CIMS Personal Information Pages

Navigation is the same for each section of CIMS. Individual pages of each Section and user access to those pages are discussed in Section 2 of this tutorial.

1. **From the PeopleSoft Menu, select Career Information Management.**

2. **From the expanded Career Information Menu, select Use.**

3. **From the expanded Use Menu, select the**
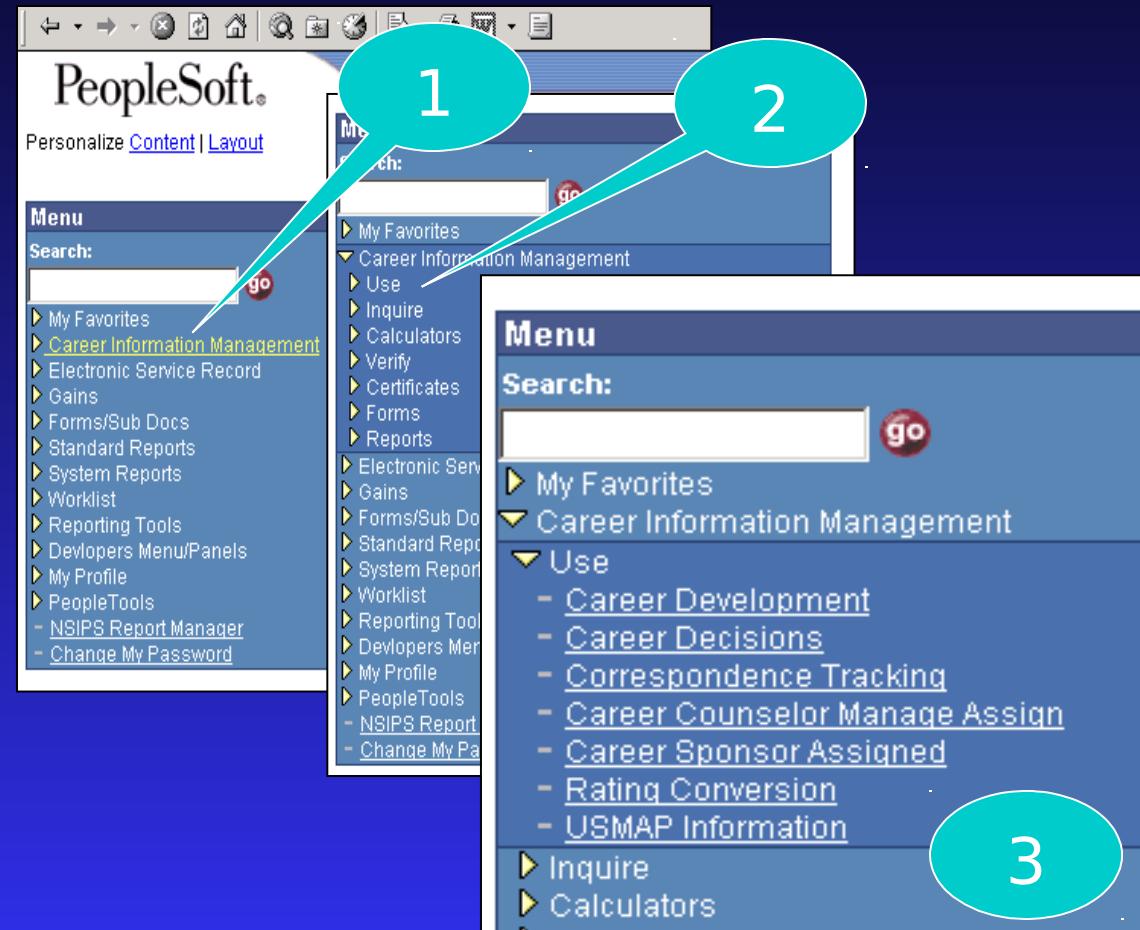
Section 4 – Accessing and Navigating CIMS

You can add often used pages to your My Favorites list.

1. **Navigate to the page you wish to make a Favorite (in this case, the Reenlistment Certificate).**

2. **Click the Add to Favorites link at the top of the page.**

3. **The screen refreshes. Click the Add to Favorites button.**

4. **Reenlistment has been added to your My Favorites**

Adding to the Favorites List

Section 4 – Accessing and Navigating CIMS
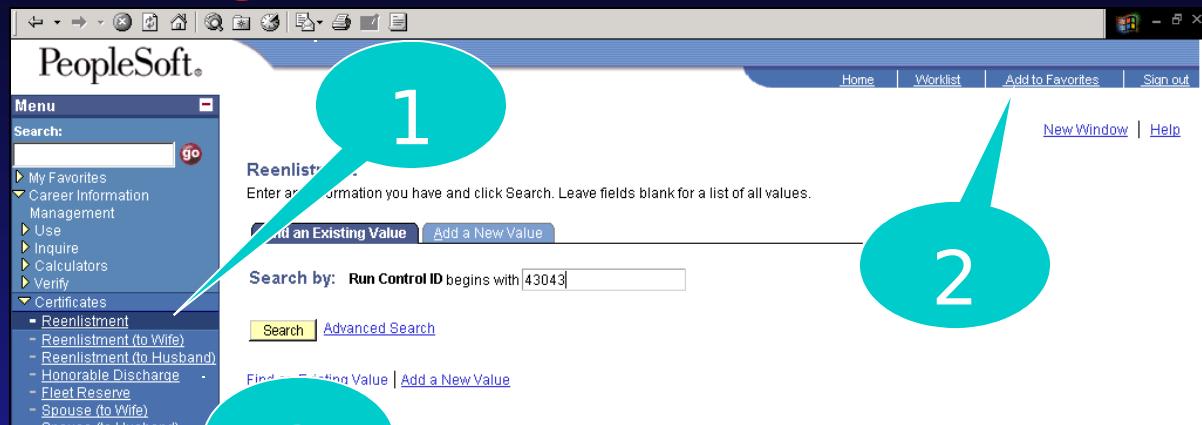
Deleting a Favorite

PeopleSoft allows you to remove items from your My Favorites list.

1. **Click the Edit Favorites link. The screen will refresh.**

2. **Click the Delete button on the Edit Favorites page.**

3. **Click the OK button in the pop-up box. The screen will refresh.**

4. **Click the Save button at the bottom of the page. The link will be removed from your My...**

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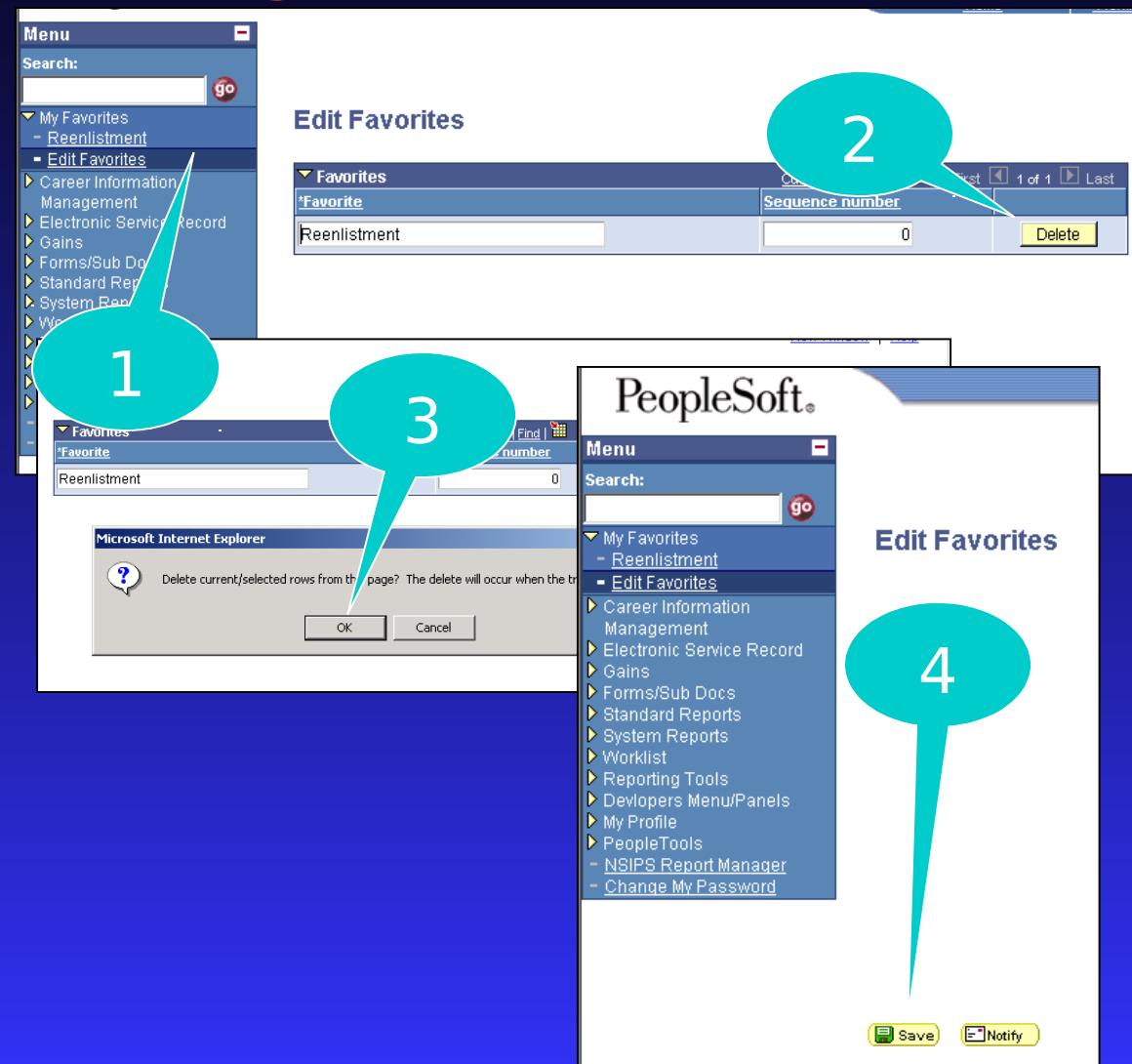
Section 4 – Accessing and Navigating CIMS

Data within CIMS are stored in rows within PeopleSoft tables. Rows of data can be added from data entry pages. In the upper-right corner of the section that allows for adding or deleting rows, the Add a Row icon will appear. To add a row of data, click the Add a Row icon.

Data Entry Page Features

Add a Row Icon

Section 4 – Accessing and Navigating CIMS

Check boxes are used to select certain conditions. More than one check box can be selected.

Check Boxes

Check Box

Section 4 – Accessing and Navigating CIMS

Use the collapse (-) icon at the top of the Home Menu to minimize the Menu on the screen.

To expand the Menu, click the expand icon.

Collapse and Expand the Menu

Collapse Icon

Expand Icon

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Section 4 – Accessing and Navigating CIMS
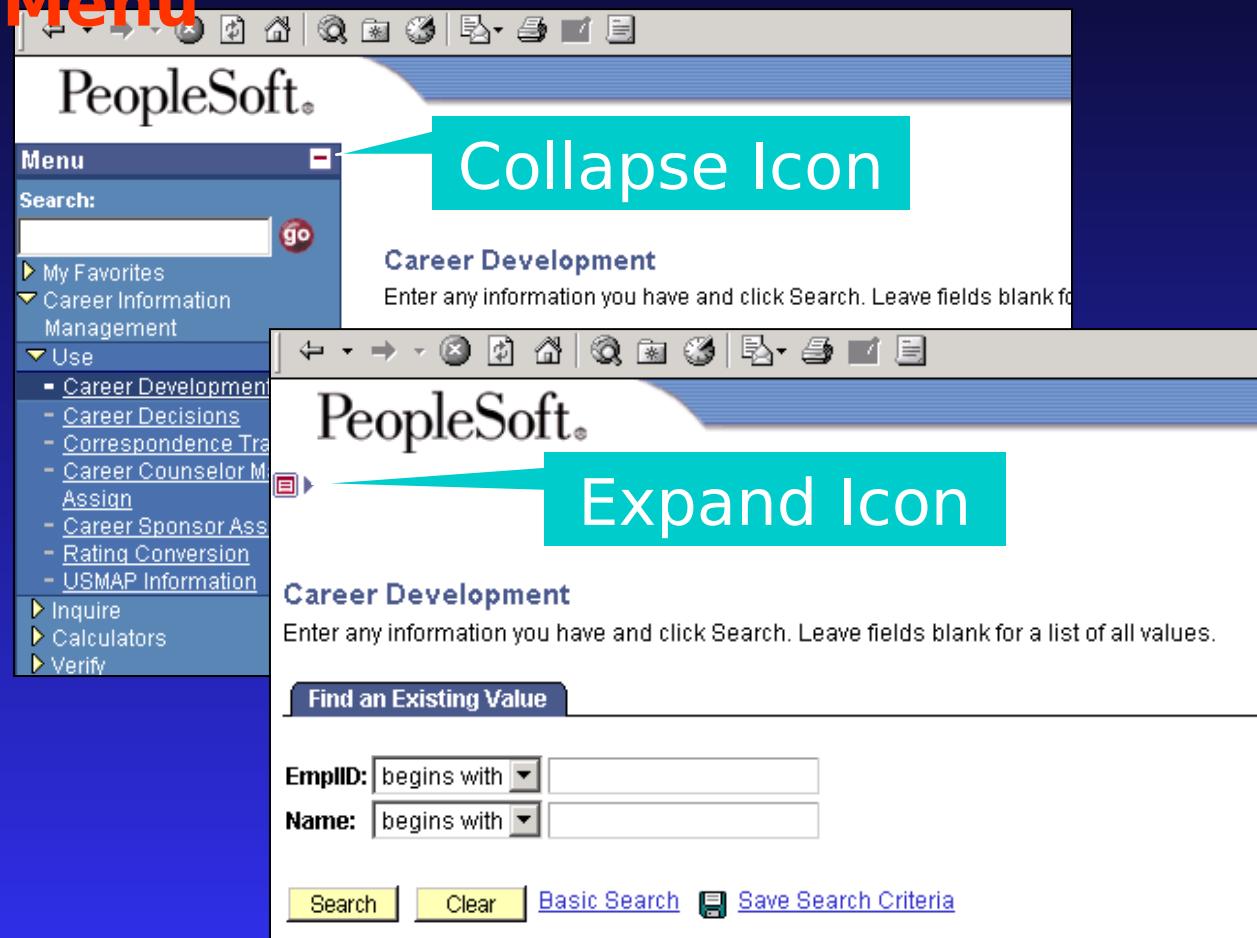
You will enter appropriate data into page fields. These are built-in safeguards or edits to ensure the data values are valid. The edits are based on requirements and business rules programmed into CIMS.

Data Entry

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Section 4 – Accessing and Navigating CIMS

Date Fields

Date fields have a Choose a Date Look up button that accesses a calendar for date selection.

The Choose a Date Look up button displays a calendar where you can select a date. You can also enter the date in the field in MM/DD/YYYY format.

The calendar will populate the date field in MM/DD/YYYY

Choose a Date Look up Button

Choose a Date Calendar

Populated Date Field

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Section 4 – Accessing and Navigating CIMS

The drop-down arrow at the end of various fields displays a list of valid values for that field. Selecting from the list of valid values populates the information in the field. This list is available by clicking the field's drop-down arrow. The list of valid values for the field displays.

Drop-down Arrow

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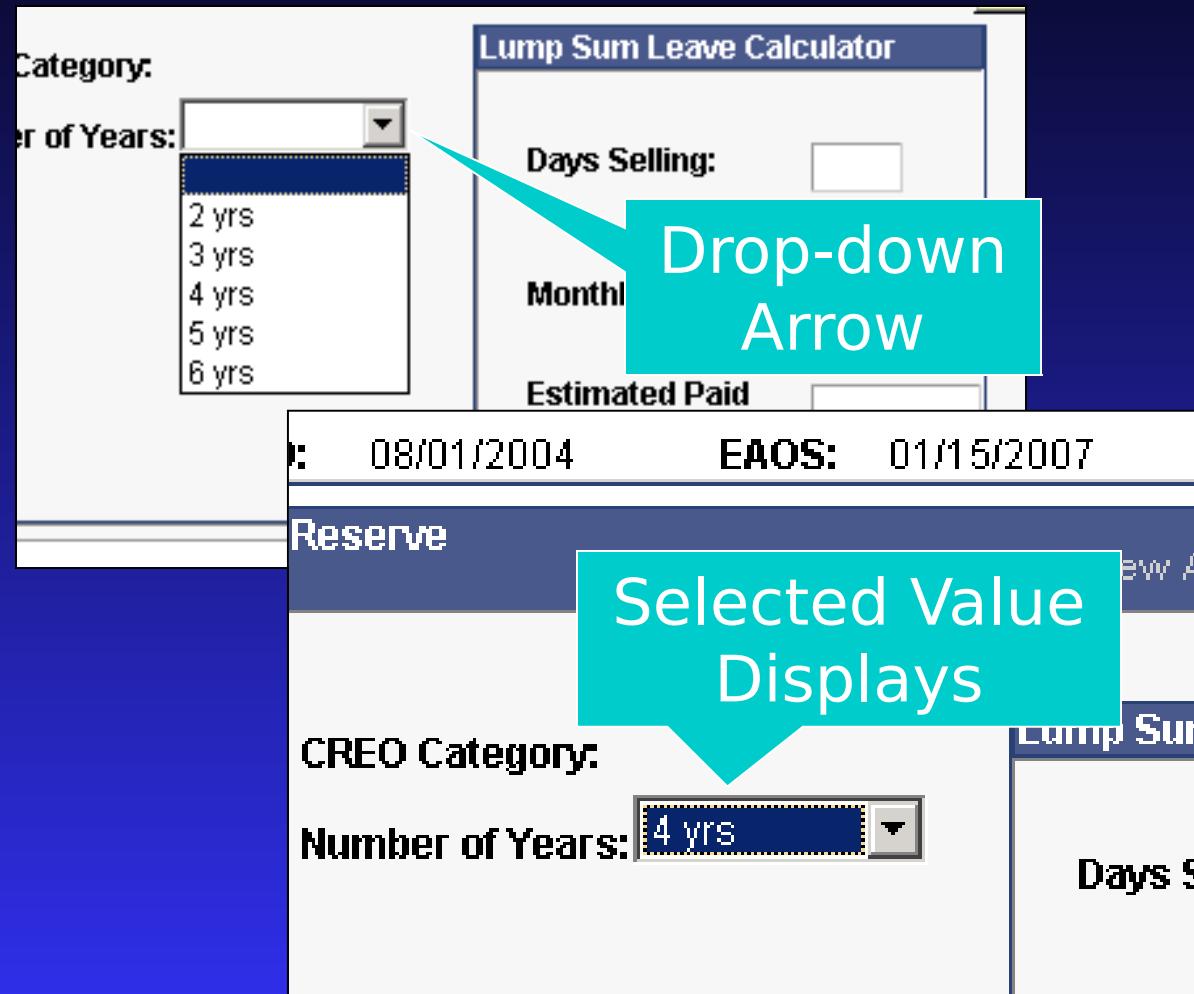
Section 4 – Accessing and Navigating CIMS

Fields

With CIMS, there are three types of fields.

Required Fields must be completed to save the page.

Pre-filled fields are populated with data from NSIPS or previously entered in CIMS.

Hidden fields are fields that were previously hidden, which display depending on selections made on the page.

Pre-filled Field

Required Field

Hidden Field

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Section 4 – Accessing and Navigating CIMS

The Look up button at the end of a field, represented by the magnifying glass, indicates you can obtain a list of valid values required for the field. Some Look up buttons open the Look up page, allowing you to refine your search for values.

Look up Button
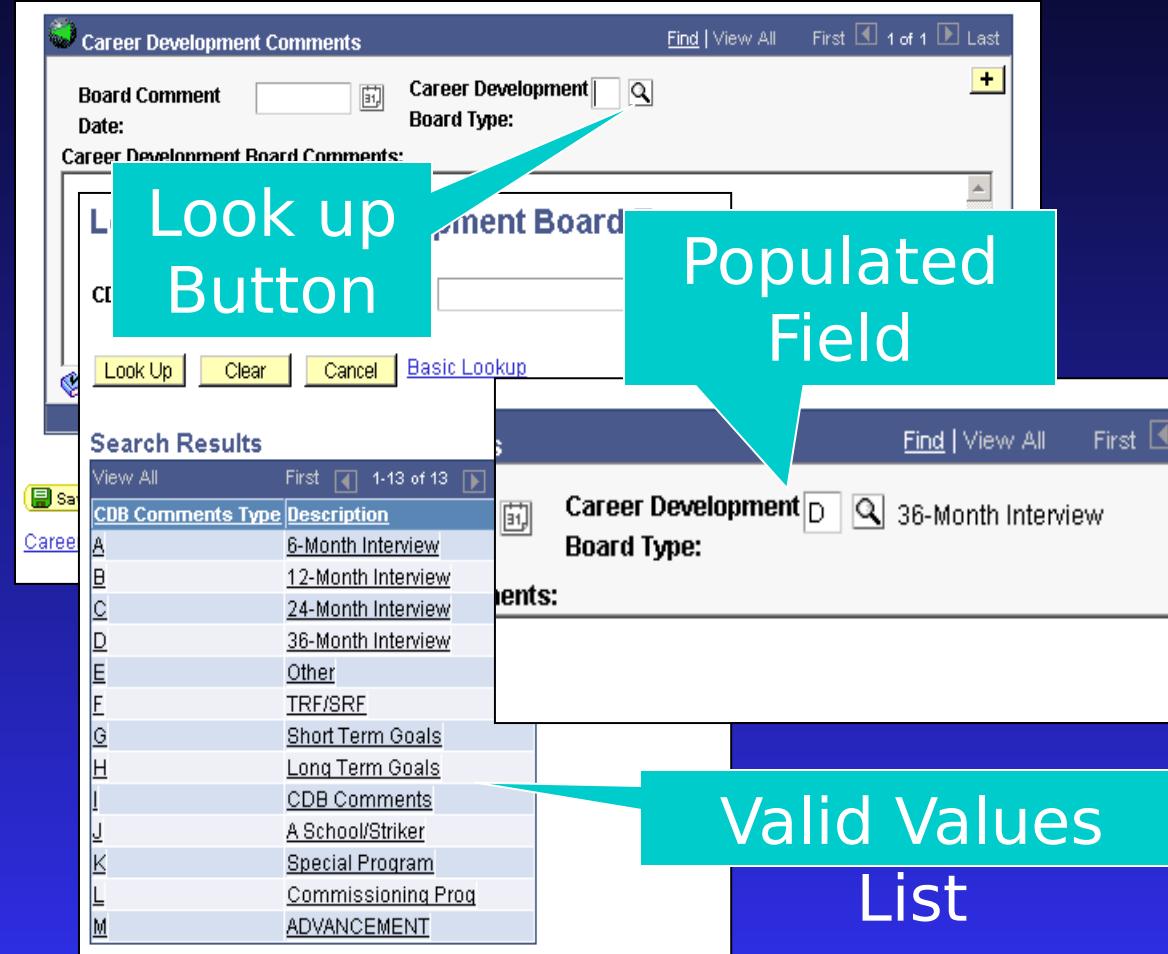
Look up Button

Populated Field

Valid Values List

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Section 4 – Accessing and Navigating CIMS

Click the New Window link to open a second session of CIMS without leaving your current session. This is useful if additional information is needed to complete the current session.

You can navigate to another page using the same navigational steps as in the original session.

New Window Feature

New Window link

Section 4 – Accessing and Navigating CIMS

Options are used to select actions. Associated options are grouped together, and only one option can be selected at a time. Click the corresponding circle to select the option.

Options

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Section 4 – Accessing and Navigating CIMS

There are various buttons located at the bottom of each page. The buttons pertain to actions or conditions associated with the component. The following is an example of the page button from the Career Development page.

Page Buttons

Page Button

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Section 4 – Accessing and Navigating CIMS

Some functions require a single page to enter or display information, while others require multiple pages in a page group. Click the page tabs located at the top of the page or corresponding links at the bottom of the page to open pages in the page group.

Page Tabs and Corresponding

PeopleSoft.

Page Tab

Career Development | Board Comments

CDTC Completion Date: | FTSW

Corresponding Links

Save | Return to Search | Previous tab | Next tab

Career Development | Board Comments

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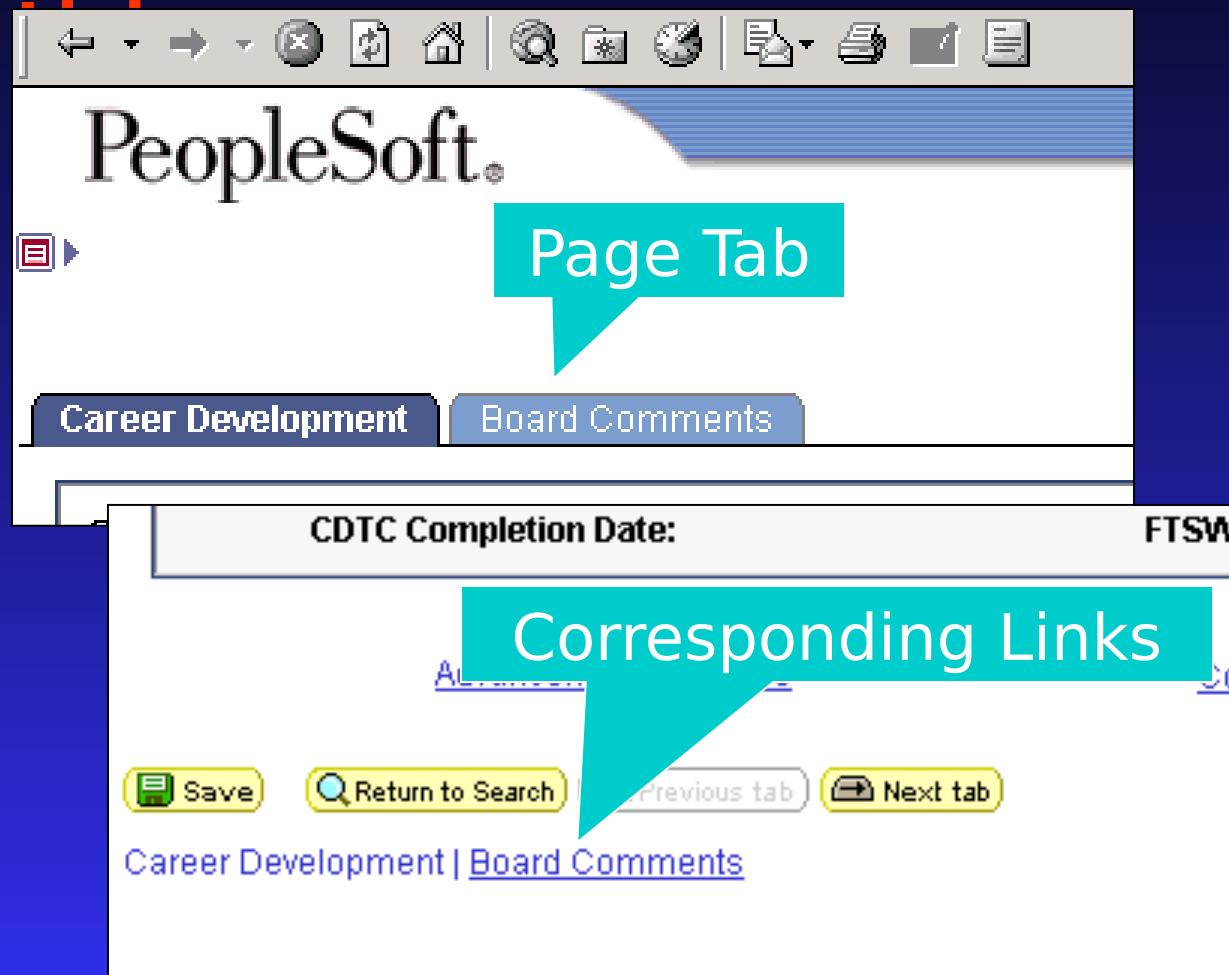
Section 4 – Accessing and Navigating CIMS

Scroll Bar

The display of several rows of data may require the use of the vertical and horizontal Scroll Bars to view all data. The Scroll Bar becomes available when all entries cannot fit on the viewing screen.

Section 4 – Accessing and Navigating CIMS

Tab Key

There are two ways to move from field to field on a page

❑ Single-click in the field

❑ Use the keyboard Tab key

Using the Tab key moves the cursor to the next field according to the programmed sequence for field completion. Completing fields in the incorrect order could generate an error message. <Shift><Tab> moves the cursor backwards.

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Section 4 – Accessing and Navigating CIMS

The View All, First, and Last features control the amount of data rows being displayed on the screen. The system defaults to only displaying a certain amount of data rows. Additional data rows may be viewed by selecting the View All, First, or Last links.

View All, First, and Last

Soft EAOS: 01/15/2007

5/2007

Find | View All   First ◀ 1 of 1 ▶ Last

🔍 36-Month Interview   +

View All, First, or Last

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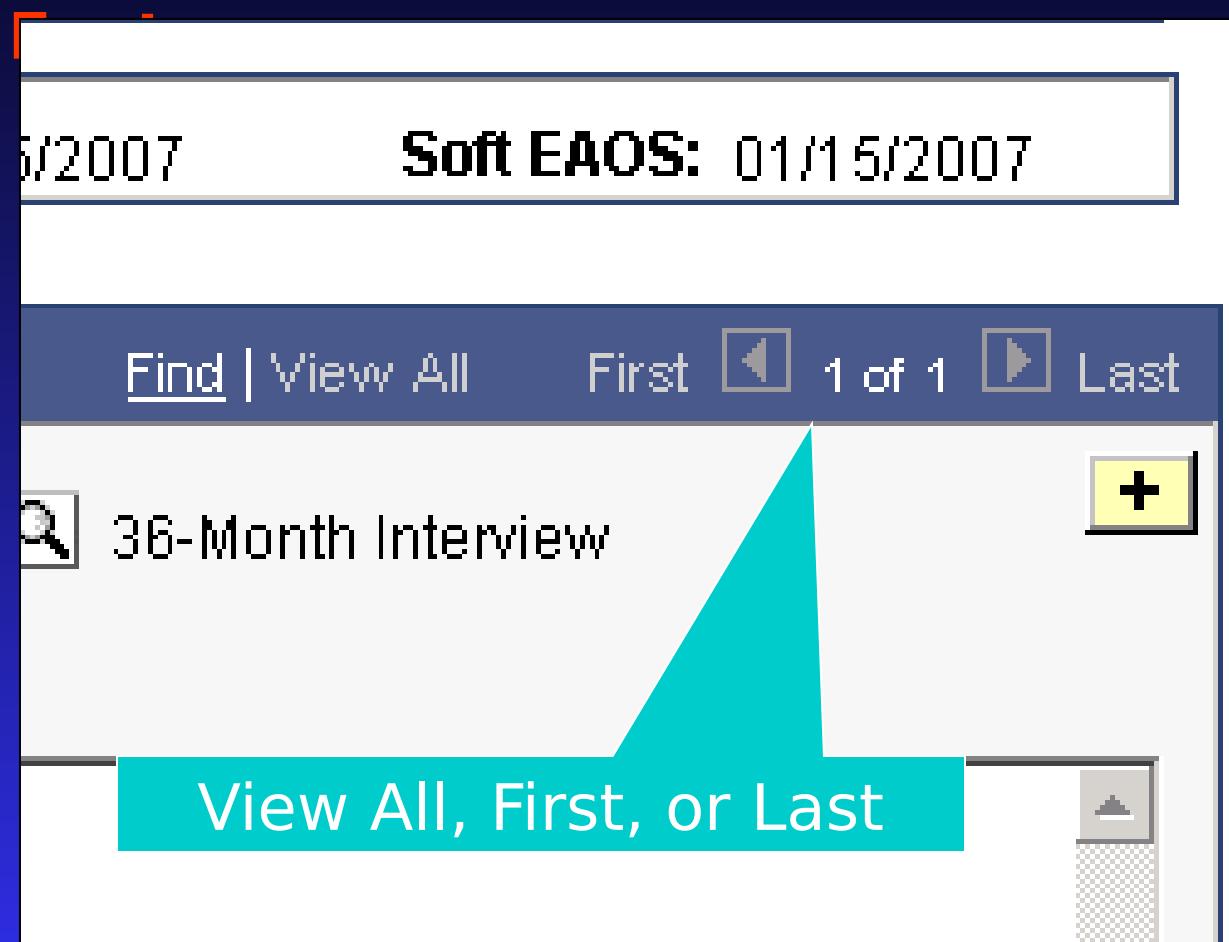
Section 4 – Accessing and Navigating CIMS

The Spell Check feature allows you to check and correct spelling errors in certain data input fields.

Clicking the Spell Check button activates the Spell Check feature of CIMS.

Spell Check

Spell Check Button

Selection Buttons

Accept Change OK Button

Corrected Spelling
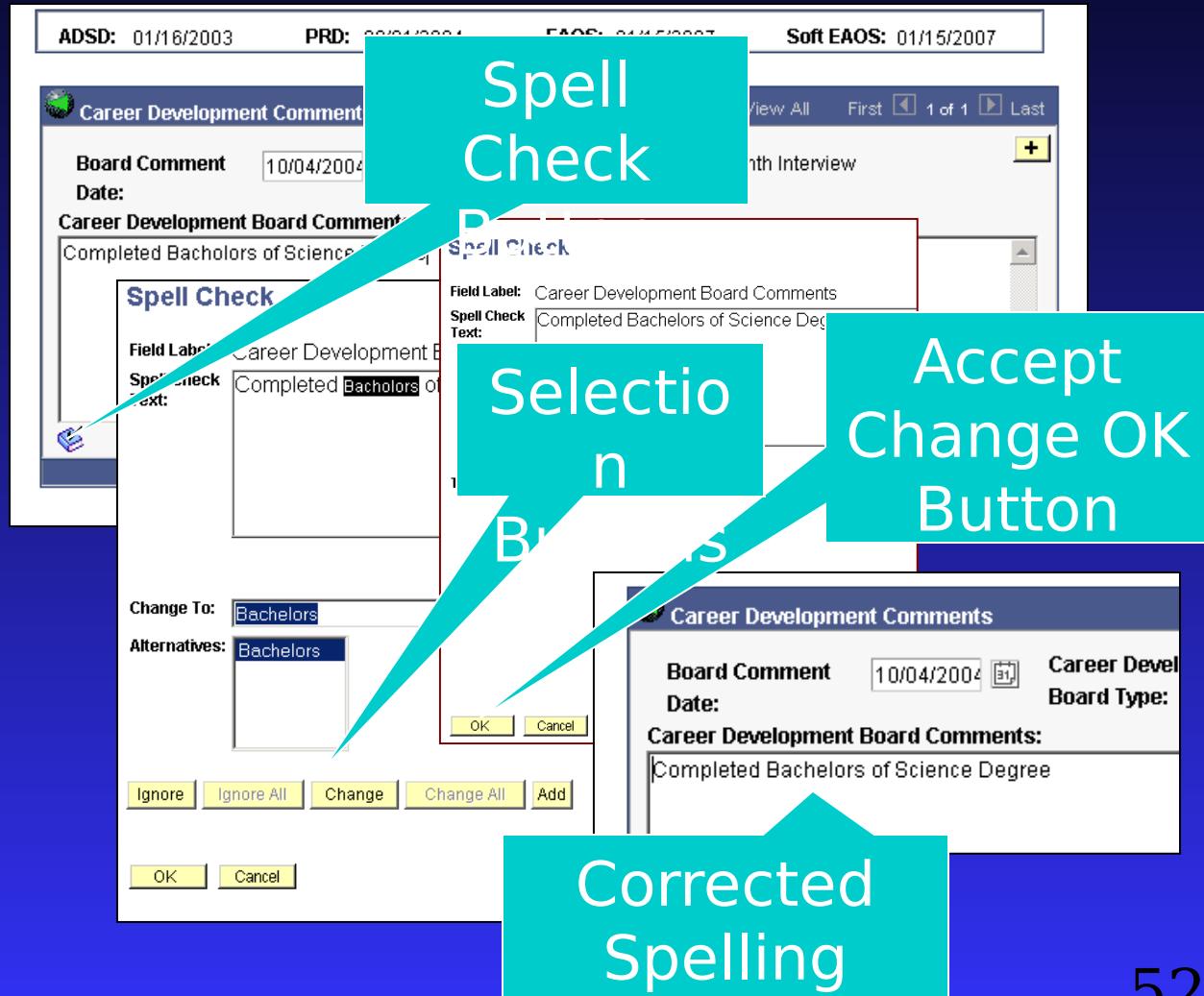
Section 4 – Accessing and Navigating CIMS
NSIPS Web Afloat

NSIPS Web Afloat is a design feature that permits the shipboard user to continue using CIMS when no Internet connection is available.

Prior to losing Internet connectivity, the ship will engage the NSIPS Web Afloat feature that downloads information required to continue using CIMS.

Onboard computers Interact with onboard

When Internet connectivity is available, NSIPS information and transactions update.

While operating CIMS in NSIPS Web Afloat mode, the Dept. and Div. CC should not see any differences from normal CIMS operation. NSIPS Web Afloat will be entirely transparent to the user.

Should the CCC need reports normally obtained from CIMS reports, the ISIC is

charged with generating and transmitting the reports to the ship. Transmission will be by most efficient means possible.

Should you have any problems while running CIMS in NSIPS Web Afloat, contact your IT Team.

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Section 5 – CIMS Career Information Pages

Career Development Page

The Use pages are the basic record keeping component of CIMS.

Dept. and Div. CCs enter information here.

This information must be verified by the CCC using the CIMS Verify pages.

1. **Enter member's name in Name field or enter partial SSN in EmplID field.**

2. **Click the Search button.**

3. **Double-click either the SSN or name link of the member you wish**

Career Development

Enter any information you have and click Search. Leave fields blank for a list of all

Find an Existing Value

EmplID: begins with 07
Name: begins with
☐ Case Sensitive

Search   Clear   Basic Search   💾 Save Search Criteria

1

2

Find an Existing Value

EmplID: begins with 07
Name: begins with
☐ Case Sensitive

Search   Clear   Basic Search   💾 Save Search Criteria

3

Search Results

View All			First ◄ 1-3 of 3 ► Last
EmplID	Empl Rcd Nbr	Name	Officer - Enlisted Indicator
	0	RIVERA,EDUARDO MIGUEL	Enl
	0	TORREY,JON ALBERT JR	Enl

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Section 5 – CIMS Career Information Pages

The Career Development page has pre-filled fields as well as required fields.

1. **The CC uses this page to enter information on a member, such as when a CDB was conducted or an application to a program submitted.**

2. **To go to the CDB record page, click the Board Comments tab.**

3. **Click the Save button to save date entered here.**

Career Development

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Section 5 – CIMS Career Information Pages

Board Comment Page

The Board Comments page is used to record information on a CDB (what type board, when, and what was accomplished).

This page must be saved and verified.

1. **Use the Choose a Date Look up button to enter the date of the CDB.**

2. **Use the Look up button to determine the CDB Type (see Look up pages).**

3. **Enter Board**

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Section 5 – CIMS Career Information Pages

Career Decisions Page

Depending on the type of transaction selected, fields available on this page will vary.

There are five plan type selections available on the Career Decisions page

❑ Extension

❑ Reenlistment

❑ Separation

❑ Fleet Reserve

❑ Retirement

Here we will review an example of each

1. **Select the Plan type by clicking the Plan Type Look up button.**

2. **Select EXT.**

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Section 5 – CIMS Career Information Pages

Career Decisions Page, Extension

1. **Using the Plan Type Look up button, select EXT.**

2. **Use the Choose a Date Look up button to select the date the Extension will become operative.**

3. **If the member is selling back leave, enter the data in the Lump Sum Leave Calculator section.**

4. **Enter the number of months for the extension in the Number of Months field.**

Section 5 – CIMS Career Information Pages

Career Decisions Page, Reenlistment Example

1. **Using the Plan Type Look up button, select REN.**

2. **Using the Choose a Date Look up button, enter the reenlistment date.**

3. **Using the Number of Years drop-down arrow, select the number of years for the reenlistment.**

4. **Enter Lump Sum Leave data.**

5. **Enter Location, Time and Reenlisting Officer.**

6. **Add any pertinent comments.**

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Section 5 – CIMS Career Information Pages

Career Decisions Page, Separation Example

1. **Using the corresponding Choose a Date Look up button, select the**

- ☐ **Planned Date**
- ☐ **DD 2648 Date**
- ☐ **TAP Date**
- ☐ **CARIT Date**
- ☐ **PDTY Date**
- ☐ **Terminal Leave**

2. **Enter Lump Sum Leave information**

3. **Add any pertinent comments.**

4. **Scroll to the bottom of the page and click the Save button.**

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Section 5 – CIMS Career Information Pages

Career Decisions Page, Fleet Reserve Example

1. **Using the Plan Type Look up button, select FLT.**

2. **Using the corresponding Choose a Date Look up button, enter the Planned Date, DD 2648 Date, TAP Date, PDTY Date, Terminal Leave, FLTRES Application Date, Acknowledgement Date, and the DTG of Message.**

3. **Enter Lump Sum Leave information.**

4. **Add any pertinent comments.**

5. **Scroll to the bottom of the**

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Section 5 – CIMS Career Information Pages

Required fields for Retirement are identical to that of Plan Type Fleet Reserve.

However, the Planned Date for Retirement will be on the first date of the month following the completion of 30 years of service.

Career Decisions Page, Retirement Example

This page records any correspondence, package, or request submitted by the member.

Saved Dept. and Div. CC entries must be verified by the CCC.

❑ **Using the Look Up buttons and Choose a Date Look up buttons, select the appropriate item.**

❑ **Use the Add Row button, you may enter additional correspondence.**

❑ **Click the Save button at the bottom of the page to save your**

Correspondence Tracking Page

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Section 5 – CIMS Career Information Pages

The Sponsor Assignment page is completed when Orders are received on the Prospective Gain (PG).

1. **Select the Sponsor using the Find an Existing Value page using either the SSN or name.**

2. **Enter the date the sponsor was assigned in the Assignment Date field.**

3. **Enter the PG SSN.**

4. **Click the Save button to place the entry in the CCC Verify**

Sponsor Assignment Page

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Section 5 – CIMS Career Information Pages

This page is accessed only by the CCC to assign members to a Dept. and Div.

1. **Using Find an Existing Value, select the member you wish to assign.**

2. **Enter the Assigned Date.**

3. **Enter the UIC.**

4. **Click the UIC Look up button to populate the Description field**

5. **Select Dept. or Div.**

6. **Enter the Dept. or Div.**

7. **Click the Save**

Career Counselor Manage Assign Page

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Section 5 – CIMS Career Information Pages

This page is accessed only by the CCC to assign a member to Dept. and Div. Counselors.

Individual Dept/Div Assign

Ind Career Counselor Assign

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: EmplID begins with 210

Search   Advanced Search

Find an Existing Value

begins with 210

1

Search Results

View All   First 1-22 of 22 Last

EmplID	Empl Rcd Nbr	Name	Officer - Enlisted Indicator
1	0	CHRIST,ELLA MARIE FRANK	Enl
5	0	TALLMAN,SCOTT FRANKLIN	Enl
1	0	WALTER,WILLIAM JOHN III	Enl
4	0	OEHLBECK,WILLIAM JOSEPH III	Enl

CIMS Ind Dept/Div

SSN: 210546931   Name: CHRIST,ELLA MARIE FRANK   Rank/Rate: HM2   Current DSC: 100

Dept: Div:

Assign Career Counselors

Dept Career Counselor Emplid:

Div Career Counselor Emplid:

2

Save   Return to Search

1. **Using the Find an Existing Value page, select the member to be assigned to a CC.**

2. **Click the Dept Career Counselor EmplID Look up button. The page**

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Section 5 – CIMS Career Information Pages

The Look Up Dept Career Counselor EmplID displays.

Individual Dept/Div Assign

4. **Select the SSN of the Department CCC you wish to assign to the member.**

5. **Click the Div Career Counselor EmplID Look up button.**

6. **Select the Div. CC from the Look Up Div Career Counselor EmplID page.**

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Section 5 – CIMS Career Information Pages

This is a pre-filled page. It displays a member's ASVAB and AFCT scores and information about the ASVAB and AFCT.

Rating Conversion Page

Rating Conversion

SSN: Name: Rank/Rate: STG2 : 148

Education

Level: L High School Diploma Years: 12

ASVAB/AFCT Test ID: 20B AFQT: 80 NAPT CD: NFQT Score:

Most Recent Test Date: 10/12/1993 Test Site UIC: 30646

Scores

GS: 67 WK: 58 NO/AO: 55 AS: 51 MC: 59 VE: 59 AI: 59 RADIO: 0

AR: 55 PC: 59 CS: 61 MK: 59 EI: 59 DLAB: 666 SONAR: 0 ESTS: 0

Calculate Eligibility Ratings

1. **Use the Find an Existing Value page to find the member record (not shown) and corresponding Rating Conversion page.**

2. **Click the Calculate Eligibility Ratings**

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Section 5 – CIMS Career Information Pages

The Rating Conversion Calculate Eligibility Ratings page displays all ratings (see red box) for which the member's ASVAB and AFCT make him or her eligible.

To find additional rating requirements for each rating, refer to the Enlisted Personnel Manual.

Rating Conversion Page

New

Rating Conversion

| SSN: | Name: | Rank/Rate: STG2 | Current DSC: 148 |

Education

| Level: L | High School Diploma | Years: 12 |

| ASVAB/AFCT Test ID: 20B | AFQT: 80 | NAPT CD: | NFQT Score: |

| Most Recent Test Date: 10/12/1993 | Test Site UIC: 30646 |

Scores

| GS: 67 | WK: 58 | NO/AO: 55 | AS: 51 | MC: 59 | VE: 59 | AI: 59 | RADIO: 0 |
| AR: 55 | PC: 59 | CS: 61 | MK: 59 | EI: 59 | DLAB: 666 | SONAR: 0 | ESTS: 0 |

Calculate Eligibility Ratings

Eligible Ratings

ABE, ABF, ABH, AC, AD, AE, AE(CF), AG, AIRCREW, AM, AME, AO, AS, AT, AW, AZ, BU, CE, CM, CS, CS(SS), CTA, CTI, CTM, CTO, CTR, CTT, CTT(AEF), DC, DIVER, DK, DT, EA, EM, EN, EN(ATF), EO, EOD, ET(AECF), ET(SS), FC (AECF), FT(SS), GM, GSE, GSM, HM, HT, HT(ATF), IC, IC(ATF), IS, IT, JO, LI, LN, MA, MM, MM(SS), MN, MR, MT, NC, OS, PC, PH, PN, PR, QM, RP, SEAL, SECF, SH, SK, SK(SS), SN(SS), ST(SS), STG, STG(AEF), SW, SWCC, UT, YN, YN(SS)

Return to Search   Next in List   Previous in List   Notify

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Section 5 – CIMS Career Information Pages

The USMAP Information page is a pre-filled page, which provides the Counselor with a member's U.S. Military Apprenticeship Program Enrollment and Progress Information.

If a member is not enrolled in USMAP, the page will contain no information.

NOTE: This is a developmental

USMAP Information

Section 6 – CIMS Inquire Pages

The CIMS Inquire Pages are read only.

They are available to Command Retention Team (CRT) Members to allow them to view most pages in the Use Section of CIMS.

Access to these pages is through the page links on the expanded Inquire link.

Inquire Pages

Menu ▬ ✖

Search:

[   ] go

▷ My Favorites
▽ Career Information Management
    ▷ Use
▽ Inquire
    – Career Development Board
    – Career Decisions
    – Correspondence Tracking
    – Career Sponsor Assigned
    – Rating Conversion
    – USMAP Information
▷ Calculators
▷ Verify

Section 7 – CIMS Calculator Pages
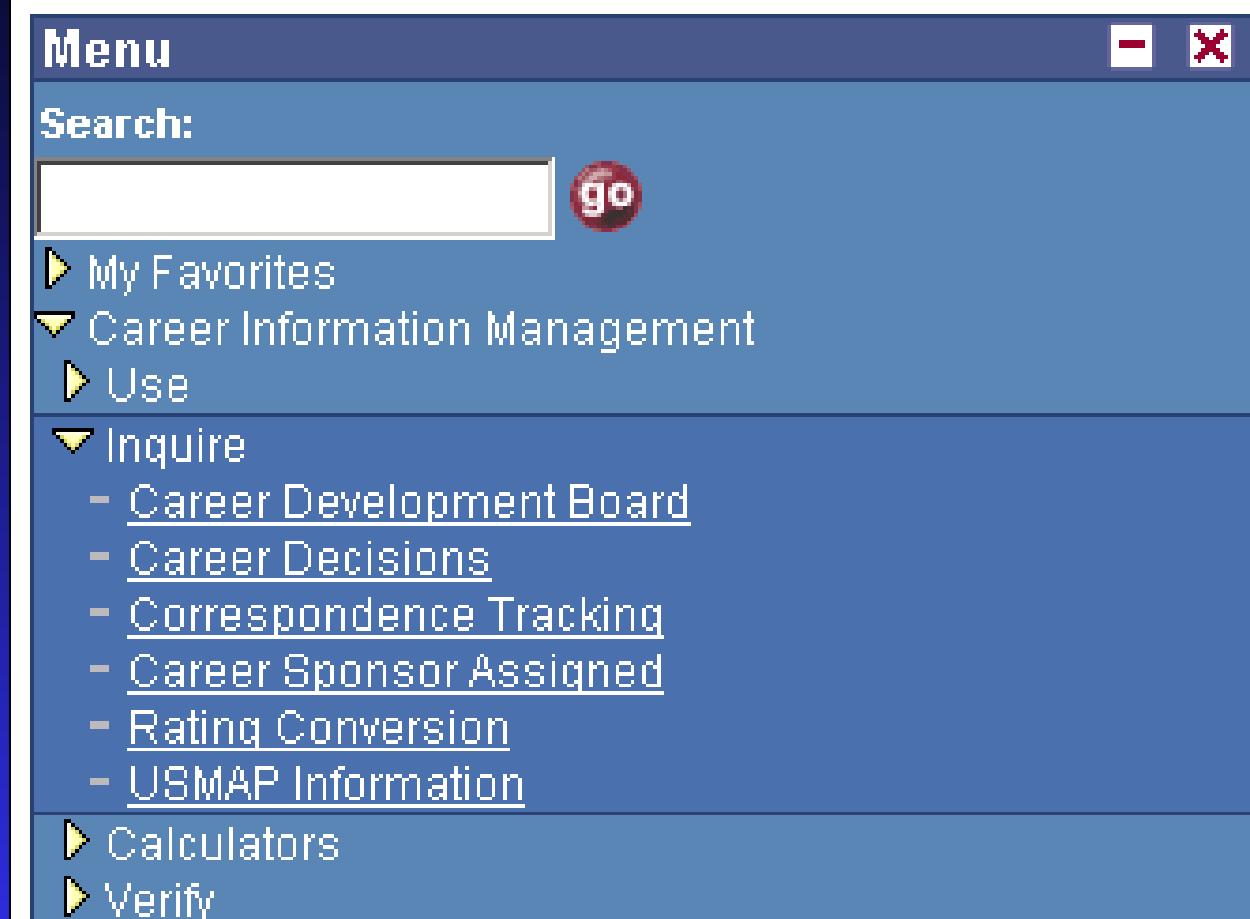
CIMS Retirement, SRB, and SBP calculators are designed to assist the Counselor in helping Shipmates make informed career decisions.

These calculators provide only a close estimate of benefits and any costs and should be identified as such.

Retirement Calculator

Three Retirement Scenarios :

Final Pay Method. The Final Pay calculation is used for a member who entered military service prior to 01 September 1980.

High-3 Retirement Pay Method. The High-3 calculation is used to calculate the retirement pay for a member who entered military service between 01 September 1980 and 31 July 1986.

REDUX/High 3 Pay Method. The REDUX/High 3 calculation is used to calculate the retirement pay for a member who elected to receive the Career Status Bonus at the 15-year point in his/her career.

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Section 7 – CIMS Calculator Pages

Final Pay steps.

1. **Enter the Year of the Retirement.**

2. **Enter the Grade (paygrade).**

3. **Enter final Monthly Base Pay.**

4. **Using the drop-down arrows, enter Years and Months of Credible Service (for pay).**

5. **Using the drop-down arrows, enter Total Active Federal Military Service (TAFMS).**

6. **Click the Calculate Final Pay button.**

❑ **The retirement pay will display at the bottom of the page in the Results field.**

Retirement Calculator, Final Pay Method

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Section 7 – CIMS Calculator Pages

Retirement Calculator, High-3 Pay Method

High 3 steps.

1. Enter the Year of the Retirement.

2. Enter the Grade (paygrade).

3. Enter final Monthly Base Pay (average of last 3 years).

4. Using the drop-down arrow, enter Years and Months of Credible Service (for pay).

5. Using the drop-down arrows, enter Total Active Federal Military Service (TAFMS).

6. Click the Calculate High-3 Pay button.

❑ Retirement pay will display at the bottom of the page

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Section 7 – CIMS Calculator Pages

REDUX/High 3 steps:

1. **Enter the Year of the Retirement.**

2. **Enter the Grade (pay grade).**

3. **Enter final Monthly Base Pay (average of last 3 years).**

4. **Using the drop-down arrow, enter Years and Months of Credible Service (for pay).**

5. **Using the drop-down arrows, enter Total Active Federal Military Service (TAFMS).**

6. **Click the Calculate REDUX/High 3 Pay button.**

❑ **Retirement pay will display at the bottom of the page in the Results.**

Retirement Calculator, REDUX/High 3 Pay Method

Section 7 – CIMS Calculator Pages

SRB Calculator

Calculating a member's SRB takes several steps.

1. **On the SRB Calculator page, click the SRB Qualifier Look up button.**

2. **Enter desired rating in the SRB Qualifier begins with field.**

3. **Click the Look up button.**

4. **Select the desired rating.**

❑ **The refreshed screen will display the desired rating in the SRB Qualifier**

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Section 7 – CIMS Calculator Pages

When SRB eligibility is determined, you must enter the number of years reenlisting and the number of months before EAOS.

5. **Using the Reenlistment Term drop-down arrow, select the reenlistment term.**

6. **Using the Months Until EAOS drop-down arrow, select the months until EAOS.**

❑ **Results are circled in red.**

SRB Calculator

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Section 7 – CIMS Calculator Pages

SRB Calculator

You must enter the number of years and months of service at the member's EAOS and select Broken Service Status.

7. **Using the Years drop-down arrow, in the Time in Service section, indicate years.**

8. **Using the Months drop-down arrow in the Time in Service section, indicate months.**

9. **Using the Broken Service Status drop-down arrow, indicate the time period of Broken Service (if any). Select No Broken Service.**

NOTE: Selections are indicated by a red circle.

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Section 7 – CIMS Calculator Pages

SRB Calculator

As always, calculate several variables, such as number of years reenlisting and date of enlistment, to ensure the member has all information possible to make an informed decision.

❑ Click the **Calculate SRB** button to calculate the SRB.

❑ The SRB Zone, Award Level, SRB Amount, Base Pay, and Total Active Military Service at the end of the reenlistment display in the Results window.

Selective Reenlistment Bonus Calculator

*SRB Qualifier: GM/880
Base Pay Per Month:
*Reenlistment Term: 6 years
Months Until EAOS: 03 Months

Time in Service
*Years: 06   *Months: 07
*Broken Service Status: 1 - N

Calculate SRB

10

Results

Selective Reenlistment Bonus Calculator

*SRB Qualifier: GM/880
Base Pay Per Month: 2310.00
*Reenlistment Term: 6 years
Months Until EAOS: 03 Months

Time in Service
*Years: 06   *Months: 07
*Broken Service Status: 1 - No Broken Service

Calculate SRB   Clear

Results

Zone: B   Award Level: 0.5   SRB Amount: $6641.25
Base Pay: $2310.00   Total Active Military Service: 12.3

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Section 7 – CIMS Calculator Pages

SRB Calculator

Calculate Broken Service SRBs by selecting the Broken Service status in the Broken Service Status field.

The amount of Broken Service SRB will vary depending on the number of months the member was separated before reenlisting.

NOTE: Note differences in the SRB Amount for the

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Section 7 – CIMS Calculator Pages

1. **Select Spouse only Option.**
2. **Enter member name in Last Name field.**
3. **Enter member's Base Amount in SBP Base Amount field.**
4. **Using the corresponding Choose a Date Look up button, enter the**
   - ❑ **Projected Retirement Date**
   - ❑ **Member's DOB**
   - ❑ **Spouse DOB**
5. **Select No to indicate the member does not want to elect Supplemental**

SBP* Calculator, Spouse Only Option

SBP Calculator

Cost Estimate Form

SBP Cost Estimate Form

○ Spouse Only   ○ Child Only   ○ Spouse and Child Only

Last Name: BEAL

SBP Base Amount: $2313.00

Projected Retirement Date: 08/31/2005

Supplement SBP: ○ Yes ● No

Member's DOB: 06/13/1964

Spouse DOB: 02/24/1967

Youngest Child DOB:

☑ Entered Service Prior 1990

[Do Estimate]   [Clear]

Callout markers: 1, 2, 3, 4, 5, 6

* **Survivor Benefit Plan**

NOTE: Entering data in an incorrect field (in this example, Youngest Child DOB) will cause an error message to display on the screen.

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Section 7 – CIMS Calculator Pages

The new screen displays the Monthly Cost, Annuity Under 62, and the annuity 62 & Over.

If the member had elected to take Supplemental SBP (by selecting the Yes option), the Monthly Cost, Annuity Under 62, and the Annuity 62 & Over would have displayed in the 5%, 10%, 15%, and 20% Supplemental SBP Cost lines.

SBP Calculator, Spouse Only

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Section 7 – CIMS Calculator Pages

SBP Calculator, Child Only

1. **Using the same information displayed in the Spouse Only example, click the Child Only option.**

2. **Remove the Spouse DOB by highlighting the date in the field and deleting.**

3. **Enter the Youngest Child DOB.**

4. **Click the Do Estimate button.**

❑ **The page refreshes to display the Monthly Cost and Annuity Under 62**

NOTE: Entering data in an incorrect field (in this example, Youngest Child DOB) will cause an error message to display on the screen.

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Section 7 – CIMS Calculator Pages

SBP Calculator, Spouse and Child

1. **Using the same information displayed in the Child Only example, click the Spouse and Child Only option.**

2. **Enter the Spouse DOB.**

3. **Click the Do Estimate button.**

❑ **The page refreshes to display the Monthly Cost and Annuity Under 62 for the Spouse and Child Only option.**

❑ **Recalculate for**

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Section 8 – Verify Pages

The CCC must verify all Information entered into CIMS by Dept. and Div. CCs using the Verify pages.

The Verify process is discussed briefly here. Refer to the CIMS Web-based User Manual for more information on the Verify pages.

1. **The first step is for the Dept. and Div. CC to complete all page entries and save.**

Verify Page

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## Section 8 – Verify Pages

The CCC must Verify documents submitted by Dept. and Div. CCs.

We will use Career Decisions page as an example.

1. **Navigate to the Career Decisions Verify page and click the Search button to display a list of all pages needing verification.**

2. **To open each page, click the associated SSN.**

Verify Page

Section 8 – Verify Pages

3. If all information is correct, check the **Verified** check box.

4. Click the **Save** button to complete the Verification.

5. To Verify other pages, click either the **Next in List** or **Previous in List** buttons.

6. If the CCC must communicate by e-mail with the Dept. and Div. CC, he/she can click the **Notify** button. An e-mail window will open.

NOTE: Once the Save button is clicked, the Verified button will darken, showing that the process has been completed.

Verify Page

Section 9 – Certificate Pages

Use the PeopleSoft Menu to navigate to CIMS Certificates. Before printing a certificate, you must locate an existing (or create a new Run Control ID.

1. **Use the Find an Existing Value or Add a New Value page to locate an existing or create a new Run Control ID.**

2. **Click the Search button**

3. **Select the Run Control ID.**

Certificates, Run Control ID

88

Section 9 – Certificate Pages

Certificates, Populating the

1. **Using the Choose a Date Look up button, enter the certificate date in the Certificate Date field.**

2. **Enter the member's SSN in the EmplID field and click the Look up button to populate the Name, Full Rating, and Rate and Rank fields.**

3. **Enter the Name and title of the Signing Official in the Signing Official**

Reenlistment

Run Control ID: 430431CIMSCCC   Report Manager   Run

Career Information Management Certificates

Certificate Information

Certificate Date: 09/30/2004   **1**

4

Member Information

EmplID: _____ BROWNE,BRYAN FRANKLIN

Full Rating: Mess Management Specialist Seaman   **2**

Rate and Rank: MSSN (blank)

Signing Official Information

Name of Official: R. Trent Jones, Sr., LT, CEC, USNR

(First Name, Middle Initial, Last Name, Rank, Branch/Class)   **3**

Official Title: Officer in Charge

Save   Return to Search   Next in List   Previous in List   Notify

Section 9 – Certificate Pages

Certificates, Running the

1. **On the Process Scheduler Request page, click the OK button.**

2. **When the Reenlistment page displays, click the Report Manager button. Note the Process Instance number.**

Section 9 – Certificate Pages

Certificates, Processing and Viewing

1. **Using the Status drop-down arrow, select the blank, for no filtering status.**

2. **Click the Refresh button.**

3. **From the Report List, locate your certificate using the Process Instance number.**

4. **The Status Column will indicate Scheduled, Processing, Posting, or Posted. Click the refresh button until the Status displays Posted.**

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Section 9 – Certificate Pages

Certificates, Processing and Viewing

Report Detail

Report ID: 20740   Process Instance: 24452
Name: NCIMC011   Process Type: Crystal
Run Status: Success

Reenlistment Certificate

File List		
Name	**File Size (bytes)**	**Datetime Created**
Message Log	0	10/08/2004 8:15:02.000000AM CDT
NCIMC011_24452.PDF	38,929	10/08/2004 8:15:02.000000AM CDT
PeopleSoft Trace File	8,430	10/08/2004 8:15:02.000000AM CDT

1

Report Detail

Report ID: 20740   Process Instance: 24452
Name: NCIMC011   Process Type: Crystal
Run Status: Success

Reenlistment Certificate

File List
Name
Message Log
NCIMC011_24452.PDF
PeopleSoft Trace File

Return

2

3

http://stweb02.nsipst.navy.mil:7100/psreports/ERM/20740/NCIMC011_24452.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites History

Address http://stweb02.nsipst.navy.mil:7100/psreports/ERM/20740/NCIMC011_24452.PDF   Go   Links »

86%

CERTIFICATE OF REENLISTMENT

To all who shall see these presents, greetings:
Know ye, that by the authority vested in me
I do here by reenlist...

8.5 x 11 in   1 of 5

Done   Local intranet

1. **From the File List, locate your document, using the Process Instance number (a PDF file), and click its link.**

2. **A PDF file displaying the Certificate will display.**

3. **You may save,**

Section 10 – CIMS Forms, Documents, & Worksheets Pages

CIMS Forms, Documents, and Worksheets will be addressed in a later release of CIMS.

These Forms, Documents, and Worksheets will be partially pre-filled and partially writeable.

CIMS Forms, Documents, and Worksheets will be released at a later date.

Section 11 – CIMS Reports Pages

CIMS Reports, Accessing the

Using the PeopleSoft Menu, navigate to the Dependent Care Report. The Dependent Care Certification Page displays.

1. **Locate the record by entering a Run Control ID in the Find an Existing Value or Add a New Value page and clicking either the Search or Add button.**

2. **The Report Selection section displays. Enter your UIC or use the Search icon to select the desired**

Section 11 – CIMS Reports Pages

All CIMS reports can be accessed by this method.

CIMS Reports, Accessing the Reports

Look Up UIC

Search by: Department ▼ begins with 43043

Look Up   Cancel   Advanced Lookup

Search Results

View All   First ◄ 1 of 1 ► Last

Department	Description
43043	PSD JAX

New Win *Processing*

Dependent Care Certificate

Run Control ID: CCCN   Report Manager   Run

Report Selection

UIC: 43043 🔍 PSD JAX

Process Scheduler Request

User ID: 430431CIMSCCC   Run Control ID: CCCN

Server Name: PSUNX   Run Date: 10/07/2004
Recurrence: Run Time: 12:38:04PM   Reset to Current Date/Time
Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	
☑	Dependent Care Certification	NCIMS035	SQR Report	Web	PDF	📄

OK   Cancel

1. **Click the report link in the Search Results to display the Report Selection page.**
2. **Click the Run button to display the Process Scheduler Request page.**
3. **Click the OK button to return**

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CIMS Reports, Accessing the

1. **Click the Report Manager link to open the Reports Filter page.**

2. **Using the Status drop-down arrow, select the blank field. The field must be blank to run the report.**

3. **Click the Refresh button .**

NOTE: Record your Process Instance number (see red circle).

Section 11 – CIMS Reports Pages
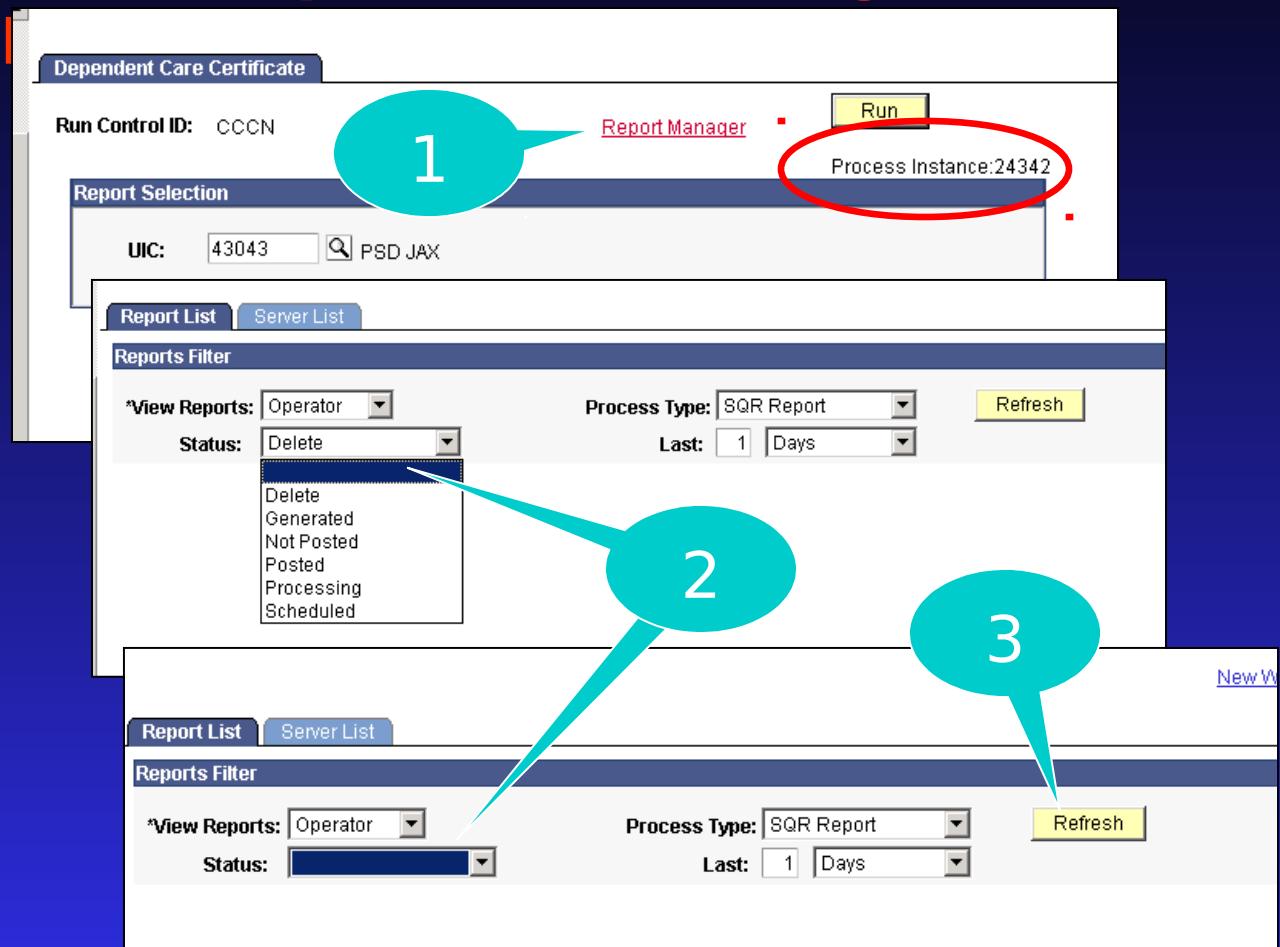
CIMS Reports, Accessing the Report

1. **Find your Process Instance number to locate your report.**

2. **Click the Refresh button until the Status displays Posted.**

3. **Click the View button for your report.**

4. **Click the report PDF file link on the Report Detail**

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Section 11 – CIMS Reports Pages

All CIMS Reports will display in PDF format.

CIMS Reports, Viewing the

1. **You may print this page by clicking the printer icon.**

2. **You may save this page to your workstation so that it my be**

❑ **Viewed.**

❑ **Printed.**

❑ **E-mailed as an attachment.**

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Section 12 – Electronic Service Record Pages

The CCC and Dept. and Div. CCs have access to certain pages in the Electronic Service Record (ESR) in a view-only status.

No changes to the ESR can be made with CIMS access.

CIMS ESR access is designed to give the Counselor the information needed to properly prepare for CDBs and counseling

Currently, CIMS ESR access is limited to the following pages

❑ **View Personal Information**

❑ **View Training, Education, and Qualifications**

❑ **View Performance**

❑ **View Service Obligations and Agreements**

❑ **View Professional History**

ESR pages may be accessed through the CIMS PeopleSoft Menu by individual ESR links or by navigating to the ESR Homepage, where ESR pages available to CIMS users will be highlighted. Additional ESR pages may be available to CIMS users at a later date.

If you require more detailed information on how to use the various CIMS features, see the CIMS Web-based User Manual found elsewhere on this Web site. (NOTE: Due to its size, you may wish to download and print the User Manual.)

Where this Online Tutorial is designed as a quick reference for Departmental and Divisional Counselors and members of the Command Retention Team, the User Manual is designed to give the Command Career Counselor detailed instructions on the